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11 FEB 1974

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report -- Week Ending
8 February 1974**

1. Co-op:

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a. The College Industry Conference, attended by [REDACTED] our Coordinator for Cooperative Programs, last week, concluded that:

(1) There will be a shortage of 10,000 engineers a year beginning in 1977.

(2) The competition for engineers is so fierce that women engineers receive slightly higher starting salaries and blacks receive significantly higher starting salaries than do white male engineers. (Even white males are receiving starting salaries of \$15,000 a year after co-op experience. The Agency is paying a maximum of \$11,000.)

(3) There must be a concerted effort beginning in junior high school to enlist students, parents and counselors to persuade students to plan to go into engineering.

(4) There must be an increase from 500 to 5,000 in the number of blacks receiving degrees in engineering within the next ten years.

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b. During the conference [REDACTED] made contact with and was asked to visit faculty and co-op coordinators from Southern University, Tuskegee Institute and the University of Tennessee. The first two schools are half of the black colleges in the U. S. with co-op programs in engineering.

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The last school has an aggressive program to recruit blacks into their engineering department, and they seem to have been quite successful. In most cases the employing agency must be prepared to underwrite part of the tuition costs of the student, in addition to the co-op's salary.

2. Summer Intern Program: Summer Intern applications now total 194. Of these, 28 have been accepted by offices for processing, in addition to the 12 returnees from last summer. Fifty applicants have been rejected. Other than a few applicants who have been sent translation tests, final decisions on which students to hire should be made within a week.

3. Recruitment:

a. [REDACTED] has assumed his position as Chief, Washington Area Recruitment Office vice [REDACTED] who has retired.

b. Our efforts to locate qualified engineers continue. [REDACTED] visited the University of Illinois with [REDACTED] (OSI) to interview a full schedule of engineering students.

c. In minority recruitment, [REDACTED] recruiter, has reached an agreement with the Placement Director at Louisiana State to screen their files for minority students, either graduate or graduating seniors, who seemed to fit our needs.

4. PASG:

a. We prepared a revised draft of proposed action steps to implement the PASG objective of recruiting, with full attention to equal opportunity policies, the best qualified individuals to fill personnel requirements.

b. Work was continued on the drafting of implementation steps for handling the ten DCI objectives in the PASG report approved by the CIA Management Committee. These objectives are of necessity and for the most part broadly stated and will be meaningful only if considerable care and reflection are given to concrete, practicable means of accomplishing them.

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5. Conference: We held the organizational meeting of the ad hoc committee to plan an April Personnel Officers' Conference.

6. Position Management:

a. Meetings have been held with the Chief, Plans Staff, DDI and the Career Management Officer, DDM&S to arrange for supergrade reviews in DDI and DDM&S offices. A meeting was also held with the DCI Admin Officer to discuss the review of supergrade positions in the DCI area. In the DDO, discussions have been held with the Chief, Manpower Support Branch concerning the submission of supergrade descriptions for DDO positions.

b. In the survey of the Office of Medical Services a meeting was held with the Chief, Clinical Division to discuss various details of the survey in this division.

c. A discussion was held with the Office of Communications management and technical officials on computer programming positions for the newly automated relay system.

d. A review of descriptions and other data developed in the survey of ORD is being made in connection with the preparation of the survey report.

e. A meeting was held with [REDACTED] of the Psychological Services Staff to discuss the development of an attitude survey for all Agency secretaries and clericals as requested by the DDM&S in connection with the proposal of the MSAG to establish a clerical/secretarial career service in the Agency.

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7. External Placement: An External Placement representative contacted the American Gas Association last week. They were very receptive, identified several vacancies, mentioned another association that could possibly help us, and will advise of needs that might arise through their national organization.

8. New Bulletin: The comprehensive employee bulletin which details information about benefit programs including insurance, medical benefits, hospitalization, retirement systems, casualty assistance and estate planning has been redrafted. Arrangements will be made for appropriate art work and printing.

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9. Blood: Tuesday, 5 February was Blood Day. Agency employees donated 166 pints of blood.

10. Educational Aid Fund: Approximately 160 Educational Aid Fund applications have been given out to date.

11. Posters - Alcohol Abuse: HEW has furnished all Government agencies with folders apropos to alcohol abuse prevention.

12. Health Insurance: Attached is a chart comparing new and old rates for the Agency plan, Blue Cross and Aetna.

Coming Events

1. We will prepare a report for DDM&S on the results of the review of OP resource packages.

2. We will review and finalize the consolidated Agency PDP report for presentation to the CIA Management Committee.

3. We will continue our work on PASG recommendations.

4. During the forthcoming week we will be preparing the annual list of rehired retired annuitants by directorate and office, showing their employment status and their total 1973 earnings as furnished by the Office of Finance.

5. Publicity for the religious services on Ash Wednesday and Good Friday is being prepared.

/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

Att

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